



DEPARTMENT OF THE NAVY
COMMANDER NAVAL RESERVE FORCES COMMAND
4400 DAUPHINE STREET
NEW ORLEANS, LOUISIANA 70146-5100

COMNAVRESFORCOMINST 11320.1
N00SA

11 OCT 2006

COMNAVRESFORCOM INSTRUCTION 11320.1

From: Commander, Navy Reserve Forces Command

Subj: STAFF EVACUATION PROCEDURES

Encl: (1) Designated Muster Area for COMNAVRESFORCOM

1. Purpose. To promulgate the procedures for evacuating the building and mustering if a fire, explosion, bomb threat, and/or other similar emergency should occur.

2. Personnel responsibilities. All personnel are directed to familiarize themselves with any event that dictates emergency evacuation of the building. Personnel will be informed, on a frequent basis, through a variety of media, such as the plan of the week, fire inspection training the procedures to report a fire, evacuate buildings, and mustering.

3. Procedures for reporting a fire. An individual discovering a fire will:

a. Immediately notify all occupants in the endangered area, either verbally or by pulling the fire alarm pull box. If in a safe area dial 911, give as much detailed information to the dispatcher as possible.

b. Notify the East Bank Security Office at 678-1880 and the Duty Office at 678-5313. Give the Security and Duty Offices the exact location of the fire (i.e., building 603; 3rd Floor, Section C, Room 315) and what is burning (i.e., paper, trash, fixtures, etc.). If the occupant doesn't know the exact location, provide the Security and Duty Offices as much information as possible. The East Bank Security Officer will pass the word over the building intercom system. The Duty Office will pass the word over the telephone intercom system (i.e., fire, explosion, bomb threat, fire drill, etc). The Security Office will call the New Orleans Fire Department at 911.

11 OCT 2006

4. Procedures when a fire alarm is sounded

a. Personnel will immediately evacuate by the closest exit when an order to evacuate is given either verbally or through the alarm systems and proceed to their designated place of muster. **Use only the stairs and do not run.** Under no circumstances will a person use an elevator during an evacuation. If time permits, shut off lights, electrical equipment, and close windows, offices, and fire doors.

b. Attention will be given to the following mustering criteria when evacuating the building:

(1) The Officer of the Deck (OOD) and Staff Duty Petty Officer (SDPO) will evacuate the building after collecting the recall bill, duty cell phones, and two-way radio's. The OOD will report to the Primary Mustering Site and the SDPO will report to the Secondary Mustering Site, as designated in enclosure (1). The OOD and SDPO will ensure all personnel are present and report the status of staff personnel via cell phone or two-way radio to the Command Duty Officer (CDO). The CDO will report the status of staff personnel to the Fire Chief and Chief of Staff (COS).

(2) The Primary Mustering Site is the grassy area surrounding the racquetball court and jogging track. The Secondary Mustering Site is located in the parking lot between the river and building 601. If it is unsafe to muster in the designated muster area the Security Department will determine a safe mustering area. The following codes will muster at the Primary Mustering Site: N002, N00CP, N00J, N00P, N01E, N01M, N3, N4, N42, N43, N5, N6, N9, NEX, Credit Union, NAVPTO, and SATO. The following codes will muster at the Secondary Mustering Site: N00, N003, N01A, N01G, N01S, N2, N3A, N43, N7, N8, and N84.

c. Enclosure (1) lists the designated mustering areas, by code, for COMNAVRESFORCOM personnel.

d. All personnel are required to muster and remain in the muster area until notified by proper authority that it is safe to return to the building.

11 OCT 2006

5. Duties of Mustering Officials and procedures for mustering

a. Each Deputy Chief of Staff (DCOS) and Special Assistant (SA) will appoint mustering officials and alternates. The DCOSs and SAs will maintain an up-to-date list of assigned personnel (military and civilian). The mustering official will have ready access to this list and take it with them in the event of evacuation.

b. Designated mustering officials will conduct the muster, identify absent personnel, and their reason(s) for absence (i.e., temporary additional duty, leave, sick in quarters etc.), and report the status of personnel to the OOD or SDPO at their mustering location. Personnel "not accounted" for will be duly noted and attempts will be made to ascertain their last known location and reported to the CDO who will provide the information to the appropriate local emergency and Naval authority for further action as necessary.

c. **Under no circumstances will evacuated persons reenter the building to look for missing personnel.**

6. Procedures for evacuating personnel requiring assistance. Each DCOS and SA will identify in writing personnel who will require assistance during emergency evacuation and primary and alternate assistants to aid in their egress. These individuals will remain with the person throughout the entire evacuation process and will provide mobility or communication assistance as needed. If a separate evacuation route is required for the individual(s) requiring assistance, it shall be clearly posted in the Duty Office. These personnel shall be thoroughly familiar with the alternate route.

7. Duties of Fire and Assistant Warden

a. The Fire Warden and Assistant Fire Warden will be designated in writing in the command collateral duty list.

b. The Fire Warden is responsible to prepare and post-evacuation routes, including muster locations, throughout their building.

11 OCT 2006

c. The Fire Warden will provide Navy Support Activity, New Orleans Fire Prevention Inspector with a copy of the evacuation routes, muster locations, and any other directives or written instruction regarding emergency evacuation developed by the command.

d. The Fire Warden will provide training on evacuation procedures. This training shall include primary and alternate routes, plan for those requiring assistance, egress drills, practice drills, and emphasize the need for prompt and responsive behavior during an emergency evacuation. Practice drills will be conducted semiannually. One of the practice drills will be unannounced and as realistic as possible to involve all emergency parties.

e. Portable fire extinguishers must be inspected monthly and documented. Inspection of water or dry chemical extinguishers should include: (1) Check gauge to ensure arrow is in the green; (2) locking pin in place; (3) tamper seal in place; (4) mounted on the wall; (5) access to extinguisher must not be blocked; (6) checked for hose wear and tear; and (7) date and sign tag. If the extinguisher is a portable CO2 type, ensure steps 2 through 7 above are followed (there is no gauge on CO2 extinguishers).



L. S. LITTLE
Chief of Staff

Distribution:
DCOS and SAs
Fire Warden

Copy to:
NAVSUPPACT New Orleans
Navy Exchange New Orleans
Navy Federal Credit Union New Orleans
NAVPTO New Orleans
SATO New Orleans

11 OCT 2006

DESIGNATED MUSTER AREAS FOR COMNAVRESFORCOM

